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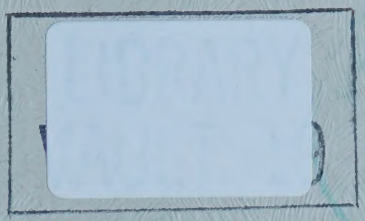

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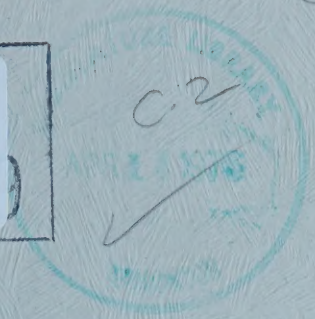

Annual Report

1974-1975

Alberta

MANPOWER AND LABOUR

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Annual Report

1974-1975

Alberta

MANPOWER AND LABOUR

Alberta

LABOUR

403/427-3664

227 Legislative Building
Edmonton, Alberta, Canada
T5K 2B6

Office of

the Minister

To His Honour
Ralph G. Steinhauer
Lieutenant Governor of The Province Of Alberta

Sir:

The undersigned has the honour to submit herewith the Report of the Department of Manpower and Labour for the year ended March 31st, 1975.

Respectfully submitted,

Neil Crawford
Minister of Labour

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Edmonton, Alberta,
November 28, 1975.

To The Honourable,

NEIL CRAWFORD,

Minister of Labour.

Sir:

I have the honour to submit herewith a report covering the activities of the Department of Manpower and Labour for the fiscal year ended March 31st, 1975.

The report presents information from the Inspectional Services Division, the Labour Division, the Manpower Division and the Planning Secretariat.

The Inspectional Services Division is primarily concerned with ensuring the safety of life and property for Albertans. It addresses its efforts toward developing and implementing educational, inspectional and standards programs dealing with boilers and pressure vessels, building standards, electricity, elevators and fixed conveyances, fire, gas, plumbing, and theatres. During the 1974-75 fiscal year, the staff of the Division conducted over 122 000 inspections, examined almost 13 000 drawings, certified 16 000 workers, and participated in 1300 safety education meetings.

The objectives of the Labour Division include the protection of the rights of workers, the safeguarding of the rights of labour unions and management, the promotion of harmonious labour relations, and the safeguarding of the rights of Alberta employees to benefits under private pension plans. Highlights of the activities of the Labour Division include 116 days of hearings by the Board of Industrial Relations, the certification of 195 bargaining units, the appointment of conciliators to 276 disputes, the inspection of pay records affecting 146 638 Alberta employees, and the examination of 102 pension plans for registration.

The underlying principle of the programs of the Manpower Division is that every Albertan, according to individual capacities, should have the opportunity to participate in productive employment. The activities of the Division are directed toward meeting the economic and social needs of Albertans with respect to employment.

The Planning Secretariat provided a research and analysis capacity for the Department, and was engaged in conducting numerous studies throughout the 1974-75 fiscal year.

A statement from the Human Rights Commission has been omitted from this report because the Commission is required to submit an annual report independently.

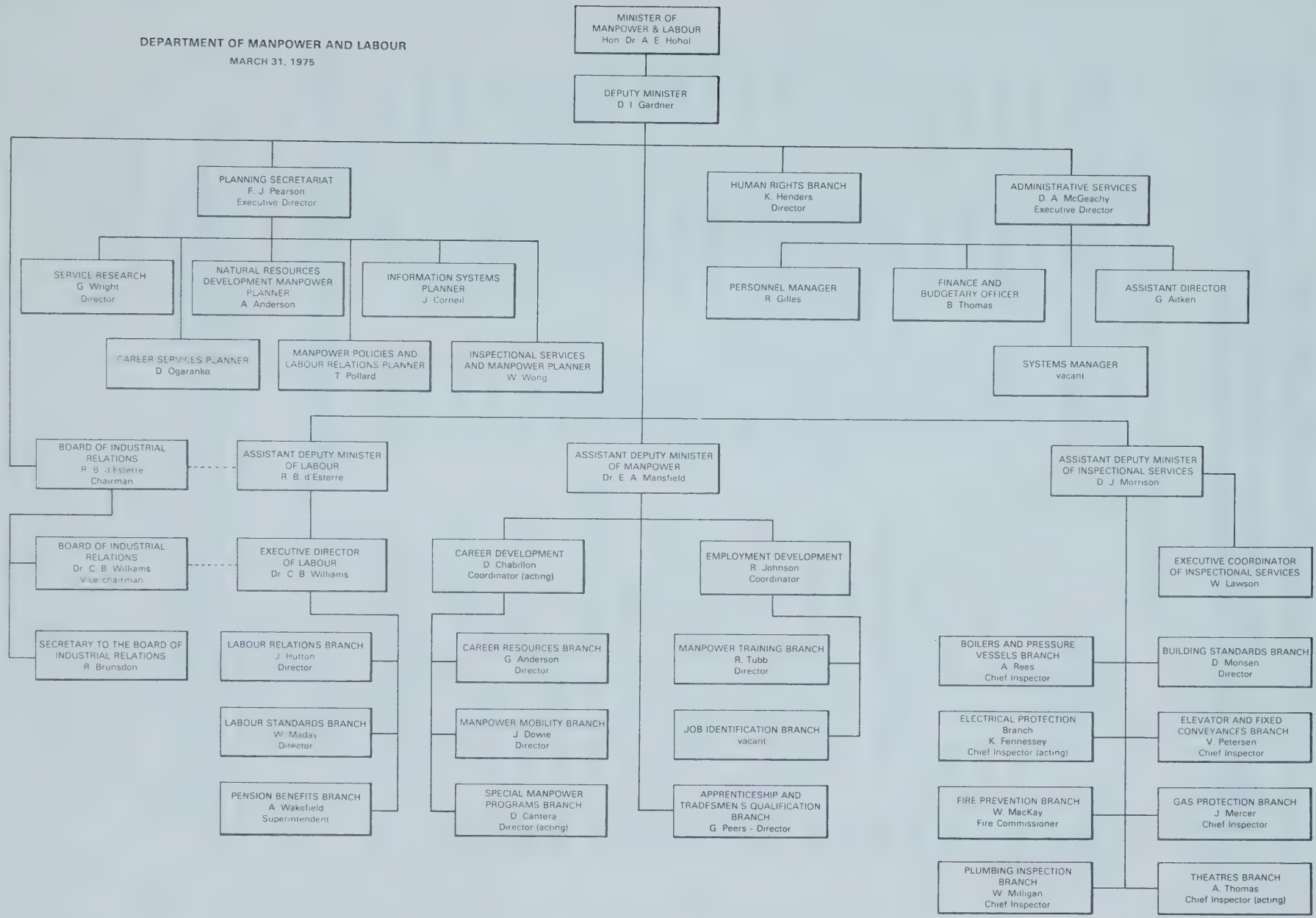
Respectfully submitted,

D. I. Gardner,

Deputy Minister,
Department of Labour.

DEPARTMENT OF MANPOWER AND LABOUR

MARCH 31, 1975



DEPARTMENT OF MANPOWER & LABOUR

STATEMENT OF LEGISLATIVE APPROPRIATIONS, EXPENDITURES & UNEXPENDED BALANCES

For the Year Ended March 31, 1975

Appropriation Number	Service	Income Account* Total	Expended	Unexpended
1701	Minister's Office	$ 102 225.00	$ 76 265.00	$ 25 960.00
1702	General Administration	403 975.00	357 961.32	46 013.68
1703	Planning Secretariat	638 300.00	569 494.83	68 805.17
1704	Theatres Branch	38 665.00	35 580.48	3 084.52
1705	Building Standards Branch	324 000.00	238 929.18	85 070.82
1706	Elevators & Fixed Conveyances	282 840.00	266 474.06	16 365.94
1707	Fire Prevention Branch	505 190.00	471 107.02	34 082.98
1708	Electrical Protection Branch	1 088 250.00	1 082 962.13	5 287.87
1709	Boilers Branch	1 254 640.00	1 243 333.35	11 306.65
1710	Gas Protection Branch	807 385.00	765 492.34	41 892.66
1711	Plumbing Inspection Branch	298 245.00	292 958.72	5 286.28
1712	Board of Industrial Relations	1 572 800.00	1 567 762.54	5 037.46
1713	Pension Benefits Branch	130 250.00	92 162.91	38 087.09
1714	Alberta Human Rights Commission	325 450.00	265 900.41	59 549.59
1724	Apprenticeship	1 621 040.00	1 579 482.32	41 557.68
1725	Manpower Division	917 068.00	842 978.16	74 089.84
1726	Slave Lake Project	97 000.00	94 966.62	2 033.38
1727	S.T.E.P. (Within Department)	1 187 908.16	1 008 871.31	179 036.85
1728	Manpower Training	1 462 800.00	557 978.05	904 821.95
1730	P.E.P. (Within Department)	550 972.12	217 009.90	333 962.22
	TOTAL	$13 609 003.28	$11 627 670.65	$1 981 332.63

* These figures do not include Summer Temporary Employment Program (S.T.E.P.) and Priority Employment Program (P.E.P.) funds transferred from the Department of Manpower and Labour to other government departments and agencies.

DEPARTMENT OF MANPOWER & LABOUR

CASH COLLECTED ON INCOME ACCOUNTS FOR THE YEAR ENDED MARCH 31, 1975

Apprenticeship & Tradesmen's Qualification Branch	
Apprenticeship Act	$ 16 076.00
Dental Technicians	3 359.00
Tradesmen's Certification	35 969.00
Welders	8 421.00
Board of Industrial Relations	
Employment Agencies	4 456.00
Boilers Branch	
Boilers Act Miscellaneous	25 190.83
Suspense	20 922.93
Pressure Vessel Engineers Registration Fees	9 733.00
Pressure Vessel Registration Fees	584 630.08
Pressure Vessel Welders & Engineers Examination Fees	40 338.00
Regulations and Acts	173.50
Survey of Pressure Vessel Drawings	61 099.57
Electrical Protection Branch	
Permits, etc.	634 753.83
Elevators Branch	
Fees, etc.	115 755.00
Fire Prevention Branch	
Tax	287 954.39
Gas Protection Branch	
Permits, etc.	279 682.74
Government of Canada	
Vocational Training Apprenticeship	600 000.00
Miscellaneous	
Department of Manpower & Labour	32 700.34
Department of Manpower & Labour Suspense	57 002.74
Pensions Benefit Branch	
Pension Plans Registration & Supervision	24 643.03
Plumbing Inspection Branch	
Permits	92 413.50
Theatres Branch	
Licenses, etc.	19 106.85
TOTAL	$2 954 381.33

MANPOWER AND LABOUR

Inspectional Services

Alberta

MANPOWER AND LABOUR

Inspectional Services

INSPECTIONAL SERVICES DIVISION

D. J. MORRISON
Assistant Deputy Minister

The Inspectional Services Division has as its primary purpose the provision of a safe environment for all individuals in Alberta. The objectives of the Division are reached through development and implementation of educational, inspectional and standards programs within the framework of several acts administered by the Department of Manpower and Labour. The activities of the eight branches which form the Inspectional Services Division have been integrated and coordinated to ensure that effective, efficient and responsive safety services are provided throughout Alberta. These Branches deal with Boilers and Pressure Vessels, Building Standards, Electrical Protection, Elevators and Fixed Conveyances, Fire Protection, Gas Protection, Plumbing, and Theatres.

As examples of the magnitude of the activities during the 1974 - 1975 fiscal year, the Division staff conducted more than 122 000 inspections, examined almost 13 000 drawings, and certified 16 000 workers. Educational activities encompassed about 1300 safety meetings and conferences with industry and the public. Inspection coverage ranges from sophisticated industrial complexes to domestic installations.

A major objective of the Division, since its formation in early 1973, has been to develop a firm management base. A team management approach has been used to tackle problems such as conflicting legislation and to optimize systems and human resources. The concepts being followed are intended to ensure effective coordination of activities and programs both within the Division and with agencies having responsibility for safety and occupational health in other jurisdictions.

In many cases comparative statistices are not available from previous periods on the fiscal year basis. In these instances previous calendar year information is presented and footnoted accordingly.

SELECTED STATISTICS OF INSPECTIONAL SERVICES ACTIVITIES

April 1, 1974 to March 31, 1975

Inspections made	122 188
Work Permits and Work Certificates issued	94 454
Workers certified	16 107
Investigations conducted	480
Examinations given	5 176
Plans examined	12 875
Meetings and seminars conducted	1 260
Recommendations and reports written	106 522

BOILERS & PRESSURE VESSELS BRANCH

A. Rees — Chief Inspector

The primary objective of the Boilers and Pressure Vessels Branch, which administers the Boilers and Pressure Vessels Act, is to provide reasonable protection to life and property, throughout Alberta, in all areas in which boilers, pressure vessels, pressure piping and related equipment are utilized.

The staff of the Branch assesses design data for boilers, pressure vessels, pressure piping systems, fittings and welding procedures. Drawings and specifications are examined to verify that design, construction, repair and testing are in accordance with sound engineering practices and conform to the pertinent standards. Welding procedures are examined to ensure that materials, techniques and testing conform to requirements for procedure and performance qualification.

The Branch is concerned with the Alberta pressure vessel construction industry in matters relating to the implementation and maintenance of quality control procedures that are to be followed in the construction of pressure equipment. The number of designs received for inspection and processed during the 1974-75 fiscal year and several previous years are recorded in the following tables.

DESIGNS SUBMITTED	1971*	1972*	1973*	1974-75
Pressure vessels	1 994	2 153	2 076	2 246
Liquid petroleum tanks	1	1	-	-
Fittings	54	61	93	57
Pressure plants	34	41	30	64
Welding procedures	62	28	22	25
Special rulings	-	-	45	122
TOTAL	2 145	2 284	2 266	2 514

DESIGNS PROCESSED	1971*	1972*	1973*	1974-75
Designs completed	2 217	2 236	2 278	2 518
Designs rejected	199	238	337	399
Revisions to designs	594	677	745	886
Designs cancelled	4	4	-	-
TOTAL	3 014	3 155	3 360	3 803

* Only calendar year data is available for some years.

Another activity of the Boilers Branch is the examination and certification of pressure welders to ensure that they meet the necessary standards of experience, knowledge and practical skill required by the Boilers and Pressure Vessels Act and its regulations. A statement concerning the numbers of persons tested and certified follows.

Welder's Examinations Conducted	Total Candidates	Candidates Passed
1971*	2 248	1 833
1972*	2 182	1 878
1973*	2 199	1 936
1974-75	2 366	2 147

The Branch staff inspects boilers and other vessels during and upon completion of fabrication to ensure adherence to the applicable regulations related to their design and construction. Vessels are also inspected following installation and at preferred intervals to ensure safe operation. Accidents involving boilers, pressure vessels and pressure piping are investigated. The Branch is able to take legal action in event of contravention of the Act or Regulations.

Boilers and Pressure Vessels Inspected	1971*	1972*	1973*	1974-75
High pressure boilers	1 069	1 075	1 127	1 189
Low pressure boilers	3 774	3 611	3 953	4 275
Receivers	4 809	4 795	5 129	5 730
Heat exchangers	1 843	1 704	1 862	1 832
Process vessles	3 407	3 298	3 457	3 975
LPG and AA containers	2 994	4 145	4 865	2 140
Miscellaneous	16	39	81	89
Progress Inspections	3 309	3 652	3 993	4 007
TOTAL	21 221	22 319	24 467	23 237

* Only Calendar year data is avilable for some years.

Potential Hazards Averted	1971*	1972*	1973*	1974-75
Safety valve seized or inoperative	246	238	327	468
Low water fuel cut-off inoperable	139	146	123	119
Free air inlet inadequate	5	12	27	7
Heating surface of boiler heavily scaled	150	210	285	207
Severe corrosion requiring repairs	357	322	390	377
Miscellaneous, unsafe conditions	1 599	1 549	1 965	1 678
Insufficient safety valve relieving capacity	55	29	41	59
Boiler water gauge glass inoperative	13	15	67	23
Accessories and connections requiring repairs	288	331	378	370
Condemned or ordered out of service	38	67	42	19
TOTAL	2 890	2 919	3 645	3 327

Accidents Investigations	1971*	1972*	1973*	1974-75
Accidents	43	24	31	41
Injuries	28	8	15	18
Fatalities	2	0	0	0

The staff of the Boilers Branch are responsible for the examination and certification of engineers who operate boilers and pressure vessels to ensure that the operating personnel meet the necessary standards of experience and knowledge, required by the Act and regulations, to operate power plants in a safe and efficient manner. The Branch cooperates with technical institutes in the development of courses and examinations.

Engineers Examinations Conducted	Total Candidates	Candidates Passed
1971*	1 047	633
1972*	963	577
1973*	1 132	867
1974-75[1]	2 570	1 839

* Only Calendar year data is available for some years.

[1] Commencing January 1, 1974, the number of examinations conducted represents the number of papers written rather than complete examinations or part of examinations.

Engineer Certificates Registered	1971-72	1972-73	1973-74	1974-75
First Class	184	197	210	216
Second Class	527	552	563	621
Third Class	1 132	1 166	1 228	1 325
Fourth Class	2 330	2 444	2 514	2 644
Firemen	2 107	2 126	2 104	2 136
Special Oilwell	540	539	510	505
TOTAL	6 820	7 024	7 129	7 447

The Boilers Branch provides a program of safety education to the public by participating in safety seminars and distributing pertinent information. The Branch also participates in meetings of bodies which write standards relating to the construction and safe operation of boilers and pressure vessels.

The new computerized record system has been in effect for one year now. Using this system, complete lists of vessels and their last inspection dates can be issued to inspectors twice yearly, enabling the inspectors to concentrate on the inspections of the vessels which should be given priority.

The Boilers Branch has been working on consultation with companies which are resident in Alberta and who are engaged in the construction of boilers, pressure vessels and pressure piping systems, to bring their products up to standard set by the American Society of Mechanical Engineers. Once a manufacturer attains ASME Certification he may export his products to the United States and other countries where design and construction to the ASME Code is a regulatory requirement.

Further progress was made in the program for the standardization of Power Engineers' examinations in Canada. Alberta is now responsible for providing all the provinces and territories except Ontario and Quebec with engineers' examinations and answer guides for four classes of examinations. Ontario is showing some interest in the program.

An advisory committee, consisting of five representatives from industry and government, advises the Minister on matters pertaining to the Boilers and Pressure Vessels Act, 1975, regulations, qualifications, and certification standards and procedures.

BUILDING STANDARDS BRANCH

D. Monsen — Director

The purpose of the Building Standards Branch is to safeguard life, property and public welfare by the provision of appropriate standards with respect to the design, construction and occupancy of new buildings and the alteration, re-construction, demolition, removal, relocation and occupancy of existing buildings. The Branch is charged with the responsibility for the administration and enforcement of The Alberta Uniform Building Standards Act, and pursuant Regulations, as well as the further development of Regulations under the Act. The activities of the Branch are divided into the three distinct areas of Training and Accreditation, Field Services, and Research and Regulation Development.

The Training and Accreditation Section is responsible for the establishing and administering training programs for building inspectors, design groups and the general construction industry throughout Alberta, with respect to the use and enforcement of The Alberta Uniform Building Standards Act and the Alberta Building Regulations. Additional responsibility involves establishing an accreditation system for Building Inspectors.

The Field Services Section is responsible for establishing and administering programs of assistance to municipalities authorized to apply the Alberta Building Regulations and for the administration and enforcement of those Regulations in unauthorized areas. The Section provides assistance in building inspection and plans examination, and offers technical assistance to municipal inspectors, architects, engineers, contractors and the public on matters respecting the use, design, construction and demolition of buildings throughout Alberta.

The Alberta Building Regulations are a complex set of ever changing national and provincial codes and standards which are compiled and modified to regulate building construction throughout the Province of Alberta. The National Building Code of Canada, the base document of the Alberta Building Regulations, is now on a two-year cycle of major revision and the hundreds of standards and other reference documents are changing as research and technology advance. The Research and Regulation Development Section of the Building Standards Branch will be responsible to ensure that the Alberta Building Regulations are current, reflect the particular interests of the citizens and industries of Alberta, and are viable realistic standards.

The Building Standards Branch came into existence in January 1974 with the proclamation of the Alberta Uniform Building Standards Act. An advisory group, named the Advisory Committee on Building Standards, and consisting of ten representatives of industry, government, professional groups, special interest groups and citizens at large, makes recommendations regarding building regulations to the Minister and to the building industry. In June 1974, the Advisory Committee on Building Standards for the Physically Disabled was formed.

In April 1974, a survey was conducted to determine current levels of expertise of municipal Building Officials, the number requiring training programs, and preferences relating to types of programs. During the 1974-75 fiscal year, guidelines regarding relocatable industrial housing units and regulations concerning non-flammable medical gas piping systems were developed. In August 1974, a five week experimental basic training program was conducted for new plans examiners and inspectional staff. During the year, the Branch has been engaged in an on-going program of acquainting municipal leaders and personnel with the resources of the Building Standards Branch and their responsibilities under the Act and the Regulations.

During the summer of 1974 the Branch published a pamphlet containing a summary of the regulation requirements intended for those proposing to build a new home. In October, a continuing series of information bulletins was instituted. The bulletins called "Standata" are designed to help all individuals and groups who are involved in design and construction of buildings to understand the requirements of the Alberta Building Standards Act and the Alberta Building Regulations.

ELECTRICAL PROTECTION BRANCH

K. Fennessey — Chief Inspector (Acting)

The Electrical Protection Act provides for the protection of persons from injury, and property from damage, in the installation, operation and maintenance of electrical equipment. Under this Act the Electrical Protection Branch administers safety programs which govern the generation, distribution and utilization of electrical energy.

The activities of the Electrical Protection Branch encompass the development and application of electrical standards, safety education, certification of persons and equipment, and investigation of electrical accidents.

Electrical safety standards are applied through inspection and control of installations utilizing electrical energy, of electrical workers, and of generation and distribution systems. A statistical account of inspections, permits issuances and certifications in this respect follow:

Inspections	**1972***	**1973***	**1974-75**
Of installations covered by permits	37 461	42 951	41 142
Of installations NOT covered by permits	3 534	3 263	4 228
For approval of equipment	3 508	4 641	3 820
Of transmission and distribution lines	2 689	3 335	3 986
TOTAL	47 192	54 190	53 176
Permits Issued			
To owners	4 755	5 466	7 323
To electrical contractors	23 668	25 317	27 055
Annual permits	136	187	191
TOTAL	28 559	30 970	34 569

* Only calendar year information is available for some years.

Certification of Electrical Workers	1974-75
Master Certificates	876
Restricted Master Certificates	116
First Class Regular Certificates	5 344
Second Class Regular Certificates	455
Rural Wireman Certificates	61
Temporary Certificates	73
TOTAL	6 925

The staff of the Electrical Protection Branch prepared and conducted sixty-four seminars on electrical safety throughout the 1974-75 year.

The Branch also investigates electrical accidents.

Accident Investigations	1972*	1973*	1974-75
Non-fatal accidents	150	144	96
Fatal Accidents	2	5	7
Fire investigations	36	50	58
TOTAL	188	199	161

Another aspect of the work of the Branch is the development and updating of electrical standards in conjunction with technological advances and new equipment being used in industry. During the last year the Safety Standards for Utility Generation and Distribution have been revised through meetings with representatives of the electrical industry, and are now being prepared for publication following approval through order in council. Changes to the Farmstead Wiring Regulations have been developed as well and will soon be presented for approval. The Electrical Branch was represented on many of the Canadian Standards Association committees which studied the standards for approving electrical equipment and the installation regulations which will be integrated into the Twelfth Edition of the Canadian Electrical Code.

In order to involve the tradesman more directly in quality control, a interim modified inspection program was initiated on a trial basis in 1973. During the 1974-75 fiscal year the program has expanded from the Camrose office to include the Edmonton, Calgary and Red Deer offices. Craft performance by individuals is a major concept in the program, and it is becoming increasingly important to work closely with the certification section in establishing and maintaining performance records.

* Only calendar year information is available for some years.

The Board of Examiners, which is authorized under the Electrical Protection Act is involved in the preparation and marking of Master Electrician examinations, in the checking of various violations, and in advising the Minister on related matters. The Board consists of representative of employers, employees, and provincial and municipal governments and meets three times annually. An advisory committee composed of industry and government representatives meets to assure uniformity of regulations and to assist in formulating new regulations.

V. Petersen — Chief Inspector

The basic purpose of the Elevator and Fixed Conveyances Branch is to ensure a high degree of safety for the citizens of Alberta in vertical and horizontal transporation in buildings and in recreational areas of the Province. The Branch administers the Elevator and Fixed Conveyances Act. Plans examinations, inspections, and accident investigations ensure public safety and the safety of employees in the design, installation, alteration, operation and maintenance of passenger and freight elevators, escalators, moving walks, dumbwaiters, workmen's hoists, belt-type man-lifts, inclined passenger lifts, aerial passenger tramways, chairlifts, ski tows, rope tows and amusement rides.

The Elevator and Fixed Conveyances Branch examines drawings and specifications prior to the commencement of installation or alteration of all the above noted types of fixed conveyance. The Branch examined 203 plans during the last year.

The Branch conducts preliminary inspections of new or altered installations as construction progresses. Detailed inspections and tests are carried out on completion of all fixed conveyances and the structural, mechanical, electrical, safety and operational features of the installation are examined. The staff of the Branch performs regular inspections, as well as re-inspections when required, with special emphasis on equipment which operates under adverse conditions, such as elevators in meat packing plants, workmen's hoists, and ski lifts.

Following are details of new installations, alterations, and inspection activities.

New Installations	1972*	1973*	1974-75
Passenger elevators	124	167	162
Private residence elevators	3	1	2
Moving walks	2	0	0
Escalators	7	2	37
Freight elevators	12	12	21
Dumbwaiters	11	24	12
Inclined lifts	2	0	0
Belt lifts	0	0	1
Workmen's hoists	8	4	5
Rope tows	6	12	3
Ski tows	0	3	1
Chair lifts	1	1	2
TOTAL	176	226	246
Alterations			
Passenger elevators	5	15	11
Freight elevators	0	1	0
Rope tows	0	0	1
TOTAL	5	16	12
Inspections			
Inspections	3 014	3 183	3 580
Re-inspections	1 074	928	1 423
Preliminary inspections	680	974	591
TOTAL	4 768	5 085	5 594

* Only calendar year information is available for some years.

The Branch investigates accidents on equipment covered by the Act, to determine the cause of the accident. The information is utilized in development methods of preventing recurrences of accidents that are injurious to the public or employees using these types of conveyances.

Accidents Investigated	1972*	1973*	1974-75
Freight elevators	21	16	7
Escalators	30	31	4
Passenger elevators	9	15	0
Belt lifts	0	0	1
Workmen's hoists	1	1	0
Dumbwaiters	0	1	0
Rope tows	1	3	0
Ski tows	2	0	2
Chair lifts	2	2	3
TOTALS	66	69	17

In October 1974, an Order in Council was passed designating amusement rides as fixed conveyances to which the Elevator and Fixed Conveyances Act applies.

Under a continuing agreement with the Canada Department of Labour, an inspection service is provided for elevator equipment in buildings coming within the scope of the Canada Safety Act. Under this program 219 units were inspected. A similar service is provided to the Government of the Yukon.

The Branch maintained active involvement in the development of national standards through participation in Canadian Standards Association Code Committee functions. The Branch is represented on several of these committess and attended several of their meetings throughout the year.

* Only calendar year information is available for some years.

FIRE PREVENTION BRANCH

W. MacKay — Fire Commissioner

The purpose of the Fire Prevention Branch is to carry out duties and responsibilities assigned to it by the Fire Prevention Act and the Lightning Rod Act with a view to increasing public awareness and knowledge of fire safety principles and techniques. The intent is to reduce the number of deaths and injuries due to fires, and to reduce the number of incidents of fire occurring in buildings and property and the resulting monetary losses. The Branch is organized around the sections of Fire Investigation, Fire Prevention, and Fire Services.

The Fire Investigation section conducts fire investigations throughout Alberta, assists municipal fire departments and police in matters related to the cause, origin and circumstances of fire. The section also collects statistical information on all fire losses, and fire related deaths and injuries. They also collect the fire prevention tax imposed by the Act.

Following is a summary of the statistics gathered by the Fire Investigation section:

	1972*	1973*	1974-75
Total Number of Fires Reported	7 795	8 013	8 464
Fire Investigations			
Conducted by the Fire Prevention Branch	220	194	188
Conducted by other agencies	504	699	690
TOTAL	724	893	878
Conclusions from Investigations			
Arson	235	360	509
Suspected arson	62	60	54
Accidental or unknown	392	437	298
Under investigation	35	36	17
TOTAL	724	893	878
Outcomes of Investigations			
Arson charges laid	-	55	97
Other charges laid	-	5	23
Convictions	-	31	61
Pending decision	-	17	21
Fire Losses			
Deaths	64	65	92
Injuries	231	196	253
Dollar Loss	$19,165,000	$25,629,153	$30,324,154

* Only calendar year information is available for some years.

The Fire Prevention section conducts inspections to enforce provincial regulations and to inform the public on fire prevention safeguards. The section also conducts fire prevention information programs and seminars. The Lightning Rod Act and Regulations are enforced by this section. During the 1974-75 fiscal year, the section inspected 5210 buildings, and held 1009 fire prevention education programs.

The Fire Services section provides advisory fire protection planning, technical, and training services designed to meet municipal needs. The section offers formal training programs to fire department officers at the Alberta Fire Training School in Vermillion. Attendance at the school during the last year was 179 persons. During the past sixteen years it has provided training to 2316 persons, most of whom are employed by municipal fire departments in Alberta. Demand for this service continues to grow; it is the only school of its type in western Canada.

During the last year the Fire Services section provided technical assistance to several municipal councils, including a large survey involving fire protection in the town of St. Albert.

An extensive investigation in conjunction with the R.C.M.P. Commercial Fraud Squad disclosed evidence of fraud involving the hydrostatic testing and recharging of over 50 large CO^2 fire extinguisher cylinders for an Alberta hospital.

GAS PROTECTION BRANCH

J. Mercer — Chief Inspector

The Gas Protection Branch is charged with the responsibility of administrating and enforcing of The Gas Protection Act and the persuant regulations. The Gas Protection Act provides for the protection of persons and property in the installation, transmission, distribution, supply or use of gas, including liquified petroleum gas.

The Branch enforces regulations governing the acceptance, installation and maintenance of materials and equipment required for the safe transmission, distribution and use of natural and liquified gases. Regulations adopted under the Act are enforced by the Branch in all parts of the Province except in those districts and areas where an inspection service is operated by local authorities, i.e. in the cities of Edmonton, Calgary, and Red Deer.

Field inspection of gas installations is the Branch's prime activity and is supported by several secondary activities. Regulations require that a gas installation permit must be obtained from the Gas Protection Branch before constructing, installing or altering of any facilities for the use of gas. Through this activity a record of gas installations being completed in the field is maintained. The program of certification of gasfitters ensures that field installation work is completed by qualified tradesmen and that the tradesmen maintain a satisfactory performance record. The approval of gas burning appliances and equipment ensures that tested and certified equipment is utilized. Industrial inspections ensure that the operation of large volume equipment is safe and satisfactory.

From time to time the Branch conducts seminars for gasfitters in the various parts of the Province. In addition, the Branch publishes a Quarterly Bulletin which is mailed out to all gasfitters. These educational activities provide gasfitters with up-to-date information on installation practices and Code requirements. The Branch also attends meetings of Gas Co-operatives in an endeavour to impress on the public, the need for regular maintenance of appliances and equipment.

Following is a statistical account of the activities of the Gas Protection Branch.

Inspections	1972*	1973*	1974-75
Of installations covered by permits	18 699	24 522	22 686
Of installations NOT covered by permits	2 405	1 652	1 950
For approval of domestic or commercial appliances	277	271	232
For approval of industrial equipment	189	183	329
TOTAL	21 570	26 628	25 197
Plans received and approved	11	11	14
Permits Issued			
Natural gas (towns and villages)	11 755	13 624	15 083
Natural gas (farms)	2 669	3 570	6 240
Propane gas (towns and villages)	4 698	4 255	3 439
Propane gas (farms)	3 069	3 826	3 431
Plastic pipe	546	569	1 954
TOTAL	22 737	25 844	30 147

* Only calendar year information is available for some years.

Certificates Issued	1972*	1973*	1974-75*
First Class Gasfitters	493	508	821
Second Class Gasfitters	1	0	0
First Class "P" Type Gasfitters	904	984	1 032
Second Class "P" Type Gasfitters	11	12	13
TOTAL	1 409	1 504	1 866
Accident Investigations			
Fatal accidents	8	2	4
Non-fatal accidents	17	20	24
Fires and explosions	19	26	26

In the past year the Branch launched an extensive public education program throughout the Province to explain the safety checks which homeowners can make to help ensure safe operation of their gas-fired appliances. A warning safety tag was developed for attachment to gas heating equipment during inspections. In December 1974, the Gas Protection Branch participated in a joint public education program with Northwestern Utilities Limited and Canadian Western Natural Gas Company Limited.

In accordance with the Rural Gas Policy, the majority of counties throughout the Province have appointed Utility Officers. The Branch has developed a good working relationship with the Utility Officers, particularly with regard to assistance in the inspection and quality control of primary and secondary service lines. The inspection staff of the Branch provided input into a number of training programs for the Utility Officers, which were sponsored by the Department of Telephones and Utilities.

The Branch continued to work with national committees in the development of gas appliance standards and installation requirements. Members of the inspection staff also attended meetings of Alberta Gas Approval Boards where uniform application and interpretation of rules and regulations were established. As well, meetings of the Gas Protection Branch Technical Advisory Committee, which is composed of representatives of provincial and municipal governments, and the industry, were held during the year. Many of the difficulties associated with the construction of gas co-operative distribution systems were resolved at these meetings.

* Only calendar year information is available for some years.

PLUMBING INSPECTION BRANCH

W. Milligan — Chief Inspector

The basic purpose of the Plumbing Inspection Branch is to protect the health of and provide a safe environment for the citizens of Alberta. The Branch also protects the public against defective workmanship, poor design and faulty materials. This is accomplished through enforcement of plumbing standards, maintaining quality control of materials and by the education of tradesmen and the public.

The Branch inspects private sewage disposal systems including sewage lagoons serving single family dwellings. Through standards development, research and inspection activities, private sewage disposal system designs and installations are evaluated to ensure they will accommodate the great variance in weather and soil conditions existing in the Province.

During 1974-75, the Plumbing Inspection Branch issued 8689 permits which was an increase of 40% over the 1973 total.

Following is a numerical account of the inspectional activities of the Branch.

Inspections	1973*	1974-75
Of fixtures	48 243	64 356
Of factory assembled buildings	355	640
Of installations on public sewage systems	3 251	4 362
Of installations on private sewage disposal systems	2 104	2 767
Of septic tanks installation	1 773	2 135
Of disposal systems (on installation)	1 800	2 231
Number of permits issued	5 992	8 689

During the year the Provincial Plumbing Inspectors were made Safety Officers by and for the Federal Government in order that the services of the Branch could be extended to the Federal buildings in Alberta.

The Technical Plumbing Board, an advisory committee composed of industry and government representatives, held several meetings during the 1974-75 fiscal year and provided valuable expert advice to the Branch regarding legislative changes concerning new materials and appurtenances. In this area it was also beneficial to the Branch to have membership on various Canadian Standards Association and National Building Code committees as this provided the opportunity to have input into national standards which are adopted in Branch regulations.

During the year the regulations were amended to accommodate concerns of the cities of Calgary and Edmonton who now use the Provincial Plumbing and Drainage Regulations as a replacement for their respective by-laws. Alberta is the only province in Canada where one set of plumbing regulations covers the entire province.

Representatives of the Branch met with the manufacturers of septic tanks to discuss the problems being experienced in their industry. Recommendations were made that will effect the proposed Canadian Standards Association standard governing septic tank design and will be reflected in future changes to Branch regulations.

* Only calendar year information is available for some years.

THEATRES BRANCH

A. Thomas — Chief Inspector (Acting)

The purpose of the Theatres Branch is to provide a safe environment for the citizens of the Province who attend places of amusement where a fee is collected for the provision of any service, facility, or privilege; and to ensure that projectionists are properly trained and certified to operate the automated motion picture and related equipment now is use. The Theatres Branch activities include building plan examination, inspections, building and projectionists licensing.

Following is a statistical account of Branch activities.

Building Inspections	1972*	1973*	1974-75
Number of inspections made of existing places of amusement	264	135	11
Recommendations to Correct Faults			
Re: Electric wiring	24	9	4
Fire prevention	191	97	8
Public safety	336	156	20
Miscellaneous	74	19	5
Projector repairs	69	26	2
Structural faults (Arenas only)	7	3	0
Certificate of compliance withdrawn	2	0	0
Inspections with no recommendations	35	5	0
New Construction			
Number of building plans examined	57	46	31
New buildings in planning or construction stage	91	95	30
Certificates of compliance issued for new buildings	40	25	13
Projectionist Examinations and Licenses			
Number of candidates for examination	56	56	44
Qualified for third class certificates	31 of 38	26 of 31	22 of 27
Qualified for second class certificates	7 of 10	12 of 18	4 of 5
Qualified for first class certificates	6 of 8	5 of 7	7 of 12
Certificates Issued			
Apprentice licenses	55	53	58
Narrow gauge projectionists (no examination)	31	25	19
Licenses - Places of Amusement			
Entertainment halls	985	998	1 009
Motion picture theatres	224	201	210

* Only calendar year information is available for some years.

Alberta

MANPOWER AND LABOUR

Labour

MANPOWER AND LABOUR

Labour

LABOUR DIVISION

R. B. d'Esterre
Assistant Deputy Minister

The objectives of the Labour Division are to protect the rights of workers; to safeguard the rights of labour unions and management; to promote harmonious labour relations; to help develop a continuity in labour-management communication throughout the life of a collective agreement; and to safeguard the rights of Alberta employees to benefits under pension plans.

The Labour Division includes the Board of Industrial Relations, the Labour Relations Branch, the Labour Standards Branch, and the Pension Benefits Branch.

BOARD OF INDUSTRIAL RELATIONS

R. B. d'Esterre — Chairman

The Board of Industrial Relations, a quasi-judicial tribunal, is charged with the responsibility of regulating the relationship of employers and their employees within the confines of the authorities of the Alberta Labour Act, 1973.

The Board has the authority to grant and terminate bargaining rights of trade unions and employer organizations, make rulings on successor rights of trade unions or employers, rule on jurisdictional disputes, issue declarations on unfair labour practices, and issue cease and desist orders on unlawful strikes or lockouts. The Board also establishes regulations regarding labour standards matters for the Province subject to the approval of the Lieutenant Governor in Council.

The Chairman, Vice-Chairman, Secretary and staff of the Board are employees of the Government of Alberta; members of the Board are persons from industry and organized labour appointed by the Lieutenant Governor in Council.

The 1974-75 fiscal year was the first full year of administration under the Alberta Labour Act, 1973, which was proclaimed October 1, 1973. Although the number of applications for certification was slightly reduced over the previous year, the processing of applications for registration of employer organizations in the construction industry demanded a great portion of the Board's time and effort.

BOARD OF INDUSTRIAL RELATIONS ACTIVITIES
1971 - 1975

		1971*	1972*	1973*	1974-75
Days of Board Hearings		74	84	75	116
Applications for Certification	- Issued	244	222	208	195
	- Refused	65	62	73	80
Applications for Revocation	- Issued	17	6	13	10
	- Refused	13	2	5	5
Applications for Registration	- Issued	4	3	1	5
	- Refused	10	2	3	28
	- Variances				1
Declarations as to Successor Rights					39
Variances of Certificates	- Issued				46
	- Refused				1
Unfair Labour Practises Disposed		15	17	16	19
Filing Directives of the Board with the Alberta Supreme Court					1
Filing of Cease and Desist Orders with the Alberta Supreme Court					1
Illegal Strike or Lockout References Disposed		7	3	5	12
Application for Certiorari, Mandamus or Prohibition brought against the Board					17

* Calendar year information only is available for some years.

LABOUR RELATIONS BRANCH

J. Hutton — Director

The Labour Relations Branch administers the sections of the Alberta Labour Act, 1973, which deal with collective bargaining and conciliation. The Branch seeks to settle disputes throughout the Province within the jurisdiction of the Alberta Labour Act, 1973. Through its conciliation staff at Edmonton and Calgary, the Branch encourages and mediates the settlement of labour disputes in an endeavour to attain a high degree of labour peace in Alberta.

Apart from the specific duties set out in the conciliation procedures of the Act, the Director of the Branch is responsible for the appointment, on behalf of the Minister, of members or chairmen of conciliation boards or chairmen of arbitration boards, where the parties to the negotiations or their representatives fail to appoint such. The Branch is also responsible for strike or lockout votes being supervised by the Board of Industrial Relations under Section 123 of the Act.

Branch staff, on the request of high schools and technical schools, speak to students, explaining to them the collective bargaining and conciliation procedures in the Alberta Labour Act, 1973.

Special investigations or enquiries are made from time to time in those cases where individuals claim that their differences under a collective agreement have not been dealt with, or that a grievance procedure has been inadequate. The action taken usually results in the matter being resolved or the grievance procedure being properly instituted.

The first full year's experience under the Alberta Labour Act, 1973 has proved successful by fairly smooth transition to the conciliation procedures under the new Act.

Statistical information relating to dispute settlement activities follows:

Conciliations	1971*	1972*	1973*	1974-75
Conciliators appointed	246	174	382	276
Settled	12	80	136	101
To conciliation board Sec. 108 (2)(a)	20	11	38	7
Unsuccessful recommendations Sec. 108 (2)(b)	80	57	144	71
To strike or lockout Sec. 108 (2)(c)	-	-	-	75
Voluntary arbitration Sec. 135	-	-	-	2
To arbitration board	0	1	2	1
Cancelled	10	11	12	2
Pending at end of year December 31,	15	14	50	-
March 31,	-	-	-	52

* Only calendar year information is available for some years.

Conciliation Boards	1971*	1972*	1973*	1974-75
Unanimous awards	13	5	15	1
Majority awards	2	3	5	1
Pending	2	3	2	3
Cancelled	1	3	2	0
Dissent by employers	1	0	3	1
Dissent by employees	1	3	2	1
Conciliation Board Awards				
Accepted by both parties	6	3	5	0
Accepted by employer only	2	0	19	0
Accepted by employee only	6	2	4	1
Rejected by both parties	1	2	5	1
Settled before award submitted	3	1	1	2
Votes				
Re: Conciliation board awards	12	5	32	0
Strike action	53	41	108	107
Section 53 of the Alberta Labour Act, 1973, formerly Sec. 111	2	0	2	0
Conciliation recommendation	101	80	164	1
Lockouts	1	0	0	0
Strikes and Lockouts				
After provisions of the Alberta Labour Act, 1973 complied with:				
Strikes	17	7	28	28
Lockouts	0	2	0	8
Number involved in legal strikes and lockouts:				
Employers	17	12	102	23
Employees	8 569	906	5 457	7 372

* Only calendar year information is available for some years.

As will be noted, there is variance in the statistical totals from year to year. These fluctuations occur as a direct result of the variance in expiry dates of collective agreements which is in turn determined by the length of agreements negotiated. Other statistical totals are affected proportionately.

During the 1974-75 year the Director of the Labour Relations Branch, as a member of the executive of the Labour Relations Committee of the Canadian Association of Administrators of Labour Legislation, contributed to the development of a curriculum for an annual refresher seminar for senior conciliators and mediators.

LABOUR STANDARDS BRANCH

W. Maday — Director

The Labour Standards Branch is responsible for enforcing the Orders of the Board of Industrial Relations regarding such matters as minimum wages payable to employees, annual vacation periods, and the limiting of daily, weekly or monthly hours of labour. There are thirty-three Board Orders, and one regulation governing the employment of adolescents and young persons. The Board of Industrial Relations is authorized to formulate Labour Standards Orders under the Alberta Labour Act, 1973. These orders are subject to the approval of the Lieutenant Governor in Council.

The Alberta Labour Act, 1973 assigns to employers the responsibility for keeping proper time and payroll records, furnishing employees with statements of earnings, and seeking approval for irregular provisions such as the shortened work week. The Labour Standards Branch is responsible for monitoring and assuring compliance to this legislation. Procedures have been developed by the Branch for securing the benefits to which an employee is entitled but which have been withheld by the employer. A table showing the volume of inspections undertaken and detailing voluntary settlements made to workers by employers follows:

Inspections	1972*	1973*	1974-75
Number of Inspections	45 730	42 855	28 130
Number of Business Places Inspected	9 679	9 587	6 557
Number of Employees Affected by Inspections	134 486	138 151	146 638
Settlements Transacted Through the Branch			
Overtime Arrears	$ 77 518.59	$ 77 807.63	$274 634.03
Vacation Pay	96 483.52	92 295.87	117 137.57
Under-Payment of Minimum Wages	12 111.83	14 496.65	13 493.00
Non-Payment of Wages Due	256 514.01	283 081.40	284 257.88
General Holidays	43 030.56	48 888.92	77 124.19
TOTAL	$485 658.51	$471 570.47	$766 646.67
Employees Affected By Above Settlements	5 555	5 803	10 412
Number of Complaints Received	9 015	9 003	7 510

* Only calendar year information is available for some years.

When the Labour Standards Officer assigned to investigate a claim or complaint is unsuccessful in reaching a settlement where an amount is owing to an employee, and particularly where default continues, the offending employer is liable to prosecution. Following are statistics on the prosecutions undertaken by the Labour Standards Branch along with their outcomes:

Prosecutions	1972*	1973*	1974-75**
Number of Businesses Charged	198	185	185
Number of Counts Carried Forward	337	756	506
Number of Counts Entered	1 499	1 189	1 679
Convictions	629	912	1 103
Withdrawals	429	408	205
Pending	756	576	811
Dismissals	22	49	66
Appeals	2	5	2
Amounts of Fines Assessed	$ 6 627.00	$ 8 918.15	$ 15 006.90
Amounts of Costs Assessed	$ 1 093.70	$ 2 150.83	$ 1 501.75
Amounts Implicated in Prosecutions			
Wages	$66 939.34	$ 95 390.17	$ 97 849.67
Minimum Wage & Overtime	4 397.76	7 216.27	11 930.88
Vacation Pay	16 099.88	17 328.27	15 953.36
General Holiday Pay	2 636.39	4 800.81	5 378.31
TOTAL	$90 073.37	$124 735.52	$131 112.22

The Labour Standards Branch also engages in educational and publicity programs aimed at alerting employers to their responsibilities. The program also extends to employees and high school and vocational school students. Board Orders and brochures are distributed to all employers and employer organizations throughout Alberta.

* Only calendar year information is available for some years.

** The prosecutions activities for 1974-75 cover the period January 1, 1974, to March 31, 1975 (15 months). During that period, the number of employers charged with offences remained constant; however, the number of employees affected by court cases increased by 41% compared to the 1973 calendar year period.

The Labour Standards Branch administers the Industrial Wages Security Act, which requires employers, in the designated industries of lumbering and coal mining, to file security for the protection of their workers' earnings. Where an employer has not defaulted in the payment of wages for three years, he may receive an exemption from the Minister.

During the fiscal year 1974-75 the amount of security filed by lumbering and coal mining operators increased to $444 602.85 or 17% over 1973. Collections from defaulting employers in the designated industries increased to $86 920.70 or 44% over the same period with the major default in the payment of employees' wages taking place in the lumbering industry. Of considerable importance, the sum of $48 364.70 was collected from prime contractors or licensees who acquired work to be done by means of a sub-contract and the sub-contractor, who was the immediate employer, failed to make payment of employee entitlements.

Following is a summary of collection of security filed under the Industrial Wages Security Act:

Lumber Industry

Source of Collection	1972*	1973*	1974-75
Prime Contractor for Their Employees	$ 12 320.61	$ 17 349.41	$ 23 057.03
Prime Contractor for Sub-Contractor	22 300.00	27 784.13	48 364.70
Direct from Sub-Contractor	13 203.09	6 667.76	11 132.53
Realized from Security Filed	58.04	888.66	4 366.44
TOTAL — for Lumber Industry	$ 47 727.74	$ 52 689.95	$ 86 920.70

Coal Industry

Source of Collection			
Prime Contractor for Their Employees	$ 12 283.91	$ 7 775.41	$ NIL
Prime Contractor for Sub-Contractor	NIL	NIL	NIL
Direct from Sub-Contractor	$ 1 420.65	NIL	7.56
TOTAL—for Coal Mining Industry	$ 13 714.56	$ 7 775.41	$ 7.56
Total Collected Under the Industrial Wages Security Act	$ 63 442.30	$ 60 465.36	$ 86 920.70
Amount of Security Held as of December 31, 1974 March 31, 1975	$324 424.19	$381 414.86	$444 602.85
Number of Active Exemption Certificates	72	66	66

* Only calendar year information is available for some years.

The Employment Agencies Act also is administered by the Labour Standards Branch. The Act controls licensing of and regulates all private employment agencies in Alberta. Employment agencies are not allowed to charge a fee to persons seeking employment, nor may they direct any person to a place of employment where there is a legal strike or lock-out in progress.

The licenses of all employment agencies in Alberta expire on the 31st day of March of each year. The License fee is fixed by regulations. Prior to the issuance of an Employment Agency License, the Labour Standards Branch investigates the agency's sources of revenue to determine if the agency is complying with the relevant legislation. During the year ending March 31, 1975, a total of 98 employment agencies were issued licenses. This represents an increase of 51% over the previous year. Fifty-seven employment agencies were licensed in Calgary, while 39 were Edmonton firms. In addition, one license was issued to an agency in Medicine Hat, and one to an agency in Daysland.

During the 1974-75 fiscal year, staff of the Labour Standards Branch attended the Canadian Association of Administrators of Labour Legislation conference. Possible legislative changes to the Reciprocal Enforcement of Judgements Act, aimed at improving the collection of employee entitlements where employers have defaulted and left a province, were proposed and studied.

PENSION BENEFITS BRANCH

A. Wakefield — Superintendent

The Pension Benefits Branch carries out the provisions of the Pension Benefits Act. The Branch is responsible for safeguarding the rights of employees to the benefits promised under pension plans established by employers. The Branch provides initial registration of pension plans which are in compliance with provisions of the Act, obtains compliance where it does not already exist, and ensures compliance is maintained throughout the lifetime of each pension plan.

The Branch also engages in surveys and research programs, collects registration and supervision fees, and assists members and former members of pension plans by providing an information-counselling service and by investigating complaints.

A total of 2277 pension plans have been registered with the Pension Benefits Branch since its inception and until March 31, 1975. Statistical information relating to pension plans submitted for registration and reasons for cancellation of pension plans follow.

PENSION BENEFIT BRANCH ACTIVITIES
1971 - 1975

	1971*	1972*	1973*	1974-75
Pension plans examined	64	76	93	102
Plans accepted for registration	59	72	101	101
Plans awaiting examination or approval	12	33	24	2
Plans transferred under reciprocal agreements				
- to Alberta supervision	2	6	5	7
- from Alberta supervision	3	10	2	4
Amendments to registered plans	714	925	624	518
Pension plans cancelled	151	137	104	105

Reasons for Discontinuance of Pension Plans	# Cancelled During 1974-75 Year
Replaced by new plans	28
Financial problems	3
Company dissolved	6
Not required to register (duplication)	1
No members left in plan	12
Non compliance	1
No reason given - owner's request	54
TOTAL	105

* Only calendar year information is available for some years.

An important aspect of the work of the Pension Benefits Branch is its consultation and co-operation with the other Canadian jurisdictions which have enacted pension legislation. Recently the Canadian Association of Pension Supervisory Authorities was established. This association has become the forum for discussion of the issues of uniform interpretation of the pension legislation of various Canadian jurisdictions, and of the effects of human rights legislation on pension plans. As well, several reciprocal agreements exist between Alberta and other jurisdictions regarding the supervision of multi-provincial pension plans. Where such a plan is subject to a reciprocal agreement, one province may be made responsible for administering the Acts of the other involved jurisdictions as the Acts apply to that plan.

MANPOWER AND LABOUR

Manpower

Alberta

MANPOWER AND LABOUR

Manpower

MANPOWER DIVISION

DR. E. A. MANSFIELD
Assistant Deputy Minister

The Manpower Division operates within the Manpower Policy of the Government of Alberta. Underlying the Manpower Policy is the conviction that every Albertan, according to individual capabilities, should have the opportunity to take part in productive employment.

The Manpower Division was successful during the 1974-75 fiscal year in filling most of its management positions and in launching its activities on several fronts. An adjustment in organizational structure was undertaken to better relate staff activities to the major consumers of services.

The Division now has three organizational areas. One area, Employment Development, relates to provincial economic needs through the industrial employment sector. Another, the Career Development area, pertains to the social needs of the Province by relating to the employment needs of individuals. The third organizational area is the Apprenticeship and Tradesmen's Qualifications Branch which serves both social and economic needs.

EMPLOYMENT DEVELOPMENT AREA

R. Johnson — Coordinator

MANPOWER TRAINING BRANCH

R. Tubb — Director

The Manpower Training Branch is associated exclusively with the Canada Manpower Industrial Training Program as a monitor and interpreter of provincial policy vis-a-vis a federally funded program. The staff of the Branch investigate each of the training proposals submitted by Canada Manpower Centre officers and prepare formal provincial reaction when required.

During the latter part of 1974, negotiations were undertaken with the federal government to develop operational documents and procedures for a joint program to be called Canada Alberta Industrial Training Program. The Branch was instrumental in the successful signing of the C.A.I.T.P. agreement. The program was initiated on April 1, 1975.

JOB IDENTIFICATION BRANCH

The Job Identification Branch is responsible for identifying new industrial plants or extension of existing operations and determining manpower requirements. With the cooperation of the rest of the Manpower Division and other appropriate provincial and federal departments, proposals are prepared for the resolution of employment problems.

Several trial projects have been initiated during the past year. The staff has also assisted in the development of operational guidelines and procedures for this newly established Branch. Job descriptions and concepts for consultation staff have been prepared and are being considered prior to recruitment.

CAREER DEVELOPMENT AREA

D. Chabillon — Coordinator (Acting)

MANPOWER MOBILITY BRANCH

J. Dowie — Director

The Manpower Mobility Branch assists employers in overseas recruitment. It also aids potential immigrants by supplying initial counselling and information on Alberta. The Branch may also assist newly arrived persons in their adjustment in Alberta.

During the 1974-75 fiscal year the Branch responded to a large number of inquiries concerning job opportunities in Alberta. These requests originated from around the world as well as from other parts of Canada. Several Alberta employers and employer groups were assisted in the interpretation procedures required by Canada Immigration.

The Director and three of the four senior field staff were hired during the last half of 1974. Office support staff were also recruited, oriented and posted to London, England and Toronto, thereby establishing a formal presence in those two locations.

CAREER RESOURCES BRANCH

G. Anderson — Director

The Career Resources Branch is responsible for ensuring that appropriate career information is available to the people of Alberta. Its objective is to provide information to those who require it, in a form they are able to utilize. The Branch staff collects and collates information related to living and working in Alberta, assesses informational needs of those planning a career, and develops methods of delivering this kind of information. In addition, the Branch has been involved in several programs designed to increase the effectiveness of those assisting others in making career decisions.

Since its inception in September 1974 the Branch has cooperated in the development of the Lethbridge Career Information Centre, and developed a brochure called "Living and Working in Alberta" for use by potential immigrants to the Province. The Branch has undertaken a project in conjunction with the Edmonton Public School Board to develop an extensive range of occupational files. The Branch also initiated a program of industrial exposure for high school counsellors and has participated extensively in various high school career fairs.

SPECIAL MANPOWER PROGRAMS BRANCH

D. Cantera — Director (Acting)

The Special Manpower Programs Branch plans and implements provincial government special employment programs to meet the needs of Alberta, and to ensure that they are coordinated with federal government programs.

The Branch provided overall control and administration of both the Priority Employment Program (P.E.P.) and the Summer Temporary Employment Program (S.T.E.P.), along with providing detailed administration of some elements of both programs. The Branch also provided provincial funding and services for special needs groups and summer placement activities for students.

Under the six program elements of the 1974-75 P.E.P., 471 projects were undertaken. There were 2400 participants in the programs, and the total funding commitment was $7.2 million, of which wages made up $5.5 million.

Over 7600 young people participated under the five elements of the 1974 S.T.E.P. The funding commitment was $6.2 million.

EMPLOYMENT & RELOCATION COUNSELLING PROGRAM

M. Cardinal — Supervisor

The Employment and Relocation Counselling Program assists in the geographic relocation of native family units from isolated communities into towns where employment opportunities are available.

The program also assists in the adjustment of these families through counselling in such areas as home management, health, employment, family life and social life. The staff of the program works cooperatively with agencies such as schools, the Alberta Departments of Agriculture, and Culture, Youth and Recreation, and Canada Manpower to ensure that a wide range of programs are available.

In Slave Lake, the project includes forty houses, thirty nine of which are occupied by relocated families, and one which is used as a training centre. The program also is responsible for the Metis housing program in Slave Lake (three houses occupied, twenty-one under construction), in Grande Prairie (eight houses occupied, twelve more planned), and in Fort McMurray (six occupied, eleven under construction).

APPRENTICESHIP — TRADESMEN'S QUALIFICATION BRANCH

G. Peers — Director

The Apprenticeship and Tradesmen's Qualification Branch is responsible for the development of skilled manpower through an organized system of training. The Branch is responsible for the following four Acts:

(a) The Apprenticeship Act, which provides for training to the Journeyman level. At present thirty-six trades are designated under this Act.

(b) The Tradesmen's Qualifications Act, which provides that only certified tradesmen and registered apprentices may work in designated trades. Currently thirteen trades are designated under this Act.

(c) The Welding Act, which is similar to the Tradesmen's Qualification Act but applies only to welders.

(d) The Dental Mechanic Act, which provides for certification of Dental Mechanics.

The Branch oversees on-the-job apprentice training and arranges for institutional training for apprentices. Curricula for apprenticeship training is developed by this Branch. The Branch conducts examinations of apprentices and eligible journeymen, and issues certificates to those who qualify. Liaison is maintained with industry through an advisory committee structure, and with other provincial governments concerning cooperation in apprenticeship training.

An extensive advisory committee structure oversees the total program. Approximately 450 persons representing the 36 designated trades are advisory committee members. In the year 1974, 272 local advisory committee meetings, and 31 meetings of province-wide groups were held. The Provincial Apprenticeship Board, consisting of two members representing industry, two members representing organized labour and the Director of Apprenticeship as Chairman acts in an advisory capacity to the Minister relative to all matters affecting the general conditions governing apprentices and certification of journeymen.

The number of registered apprentices reached an all time high of over 12 000 during the last year. This is an increase of twenty-two per cent over the previous year.

Journeyman certification was approved for Agricultural Mechanics. The trade of Cabinet Maker was designated under the Apprenticeship Act.

An extensive advertising campaign, "Blue is Rewarding", was undertaken in the fall of 1974 to promote awareness of career opportunities in the trades and to assist in the recruitment of new apprentices. The campaign encouraged people to investigate the tradesman occupations, with the Branch providing information and a registration service. Approximately 5000 new apprentices registered during the fiscal year. The advertising campaign was a first for the Branch and had a marked effect on the Apprenticeship Program.

Following is a statistical review of Apprenticeship Branch activities from several fiscal years:

	1971-72	1972-73	1972-74	1974-75
Registered Apprentices	8 805	9 068	9 956	12 128
School Attendance[1]	8 249	8 385	8 199	9 234
Completion of Apprenticeship Certificates Issued	1 999	2 016	1 838	1 793
Permanent Journeyman Certificates Issued	2 980	3 451	5 175	4 123
Examinations Written	-	-	-	20 644[2]

1 School attendance figures denote attendance by an apprentice in a block of formal training.

2 January 1 through December 31, 1974.

MANPOWER AND LABOUR

Planning Secretariat

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Planning Secretariat

PLANNING SECRETARIAT

F. J. PEARSON
Executive Director

The purpose of the Planning Secretariat is to contribute to the objectives of the Department of Manpower and Labour by providing several special capacities. It was organized to provide a research and analysis capacity, consultative services related to the development of conceptual and strategic plans, and information and evaluation services.

Functionally, the Planning Secretariat is organized around two areas, the Planning Group, and Service Research. The Planning Group deals with manpower planning for natural resources development; legislation, labour relations and manpower policy planning; career services planning; Information System planning, population, immigration, demographic and mobility analysis and manpower planning; and Inspectional Services planning. The Service Research area is engaged in research and analysis of the labour market, labour economics, and characteristics of the working age population and labour force; in forecasting manpower supply and demands and occupational growth; and in regular labour force survey analysis.

During the 1974-75 fiscal year, the Planning Secretariat has conducted a number of studies related to forecasting the demand for and supply of manpower in relation to anticipated economic growth in Alberta between 1974 and 1980. A special study has been made of the construction industry with emphasis on forecasting aggregate construction manpower demand and supply and also endeavouring to forecast demand for specific construction occupations. This activity is being revised on a regular basis as new investment information is received. Work is also underway to forecast occupational demand by industry and geographical area. A model for measuring employment multiplier effect has been initiated recently.

Regular analysis of the labour market are also conducted. These studies provide information regarding the size of the labour force, the numbers employed and unemployed by age and sex, the unemployment rate and the percentage of the working age population actually employed or seeking employment. Special studies of the labour force have also been conducted to gain insight into the characteristics of the unemployed and of low wage earners. In this regard as well, comparative wage rate analysis were undertaken in order to provide the Board of Industrial Relations with options to consider in recommending a minimum wage rate policy to Cabinet.

In accordance with Alberta's Manpower Policy, an Information System has been organized and is being continually developed to provide the Minister and departmental officials with regular information as a basis for program planning and evaluation and also to facilitate special analysis and short term problem solving.

A proposed Manpower Development Act has been prepared under the leadership of a Planner within the Secretariat. This activity involved in-put from all units of the Manpower Division.

In the context of planning work done on behalf of the Labour Division of the Department of Manpower and Labour, a special study was made of the flexible working hours concept as a basis for recommendations for proposed changes in labour legislation. Considerable analysis was conducted of comparative wage rates and employee benefits within specific industries and between various sectors of the Province and Canada. This information was utilized extensively by the Minister and his senior officials in dealing with particular labour relations problems.

A representative of the Planning Secretariat organized and served as Chairman of the Northeastern Alberta Manpower Development Committee. This Committee has achieved significant results as a co-ordinating mechanism in facilitating manpower planning and utilization in oil sands development work. Work is now underway in planning for the manpower needs relative to additional oil sands extraction activity. In addition, manpower planning to facilitate the growth in coal resource development is also on-going.

Monitoring of population growth, family formation, in and out migration, demography and mobility within Alberta is maintained. Regular analysis are conducted and trends predicted for the information of the Minister, his various Cabinet colleagues and departmental and governmental officials as a basis for policy determination and program planning. A member of the Planning Secretariat has assumed the chairmanship of a committee to prepare a response to the Federal Government's Green Paper on Immigration. A Planner is also participating as a member of the Demographic and Land Use Committee and in this context is doing a number of special studies.

Planning support has also been provided in relation to Career Services program activity. A Directory of Career Services was prepared and distributed to approximately 500 career services outlets in Alberta. Special studies are now underway with regard to the career service needs of the handicapped. A Planner is also assisting the Third Career Research Society in its study of the needs of Albertans in preparing for and adjusting to retirement. A project is underway to plan for the expanded entry into the labour force of such special need groups as native persons, women, youth, etc. In support of this activity position papers on the New Careers and Job Re-design concepts have been prepared. A plan is also in the final stages of preparation with regard to developing methods to assist Alberta employers to reduce employee turnover through increasing employee job satisfaction.

A representative of the Planning Secretariat participated extensively in organizing the Chamber of Commerce Manpower Conference held last October. This Conference was held at Jasper Park Lodge and attracted approximately 240 participants representing all segments of Alberta business, industry, unions, government, and education. The Conference passed some thirty-two resolutions which were directed to the Governments of Alberta and Canada, the Alberta Federation of Labour and the Alberta Chamber of Commerce. A report on the conference proceedings was prepared and distributed to the Minister of Manpower and Labour, the Federal Minister of Manpower and Immigration, the President of the Alberta Federation of Labour and the president of the Alberta Chamber of Commerce as well as other interested groups and persons in Alberta and across Canada. A follow-up report was prepared and distributed in March 1975, describing actions that have occurred in response to the various resolutions. The Steering Committee has continued its operations in response to a Conference motion requesting it to assume a monitoring role.

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